

Contract Employee Information			
Last Name:		First Name:	
Middle Name or Initial:	Contractor ID:	COH Overseer Name:	
Company Name:			
Department: Choose an item.			
Cost Center:		Fund:	
Date Requested: Click here to enter a date.		Date Due: Click here to enter a date.	
Application Roles			
Role Title	Role Description	Add	Remove
Catalog Administrator	Creates courses and offerings specific to department needs. Maintains department-specific course catalog and schedule.	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration Administrator	Moderates social-networking functions of the system on behalf of the department.	<input type="checkbox"/>	<input type="checkbox"/>
Content Administrator	Develops and maintains department-specific content (e.g., course materials, assessments, etc.) in the system.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor	Teaches courses offered by the department.	<input type="checkbox"/>	<input type="checkbox"/>
Registrar	Registers learners on behalf of the department.	<input type="checkbox"/>	<input type="checkbox"/>
Other Roles			
Manager	Has one or more direct-report employees <i>This is an indication that the current value in SAP is wrong.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Approver	Is responsible for ensuring that there are sufficient funds in GL# 520805 in the cost center and fund that will be billed for any learning event that has a monetary cost.	<input type="checkbox"/>	<input type="checkbox"/>
Learning Request Manager	Is responsible for creating offerings on demand for courses listed in the departmental catalog.	<input type="checkbox"/>	<input type="checkbox"/>
Signatures			
Employee		COH Overseer	
Date:		Date:	
Departmental LMS Administrator		Application Administrator	
Date:		Date:	